

308 JOB QUALIFICATION REQUIREMENTS FOR RECEIPT INSPECTOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Receipt Inspector. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Receipt Inspector. (JQR-308).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

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Estimated completion time: 8 weeks

Total points this workstation: 100

308.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

308.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

308.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control / coordination is required?
- d. Perform this task IAW NAVSUP P-487.

308.2.1 Receive stock from Other Supply Officers. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.2 Receive stock from commercial sources. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.3 Receive stock from Combat Logistics Force (CLF) units.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.4 Receive stock from other appropriations (i.e. General Stores, General Mess)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.5 Receive partial shipments.

(Signature) (Date)

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308.2.6 Receive stock using dummy invoices.

(Signature) (Date)

308.2.7 Mark received stock. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.8 Material Handling

a. Load stock on a two-way pallet.

(Signature) (Date)

b. Load stock on a four-way pallet.

(Signature) (Date)

c. Handle received merchandise using a forklift truck.

(Signature) (Date)

d. Handle received merchandise using a pallet truck.

(Signature) (Date)

e. Receive stock using a hand truck.

(Signature) (Date)

f. Receive stock using a conveyor.

(Signature) (Date)

g. Transfer stock down a ladder chute.

(Signature) (Date)

Completion of 308.2 area comprises 40 points / 40% of workstation.

308.3 INFREQUENT TASKS – None to be discussed.

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308.4 ABNORMAL CONDITIONS – None to be discussed.

308.5 EMERGENCIES – None to be discussed.

308.6 ON THE JOB TRAINING

Receive stock under qualified supervision.

Normal Operations. (5 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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Completion of 308.6 area comprises 40 points / 40% of workstation.

308.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

308.7.1 Examination – Pass a written examination.

_____ (Signature)	_____ (Date)
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308.7.2 Examination – Pass an oral examination board.

_____ (Signature)	_____ (Date)
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